

## PORTFOLIO MANAGER - QUICK REFERENCE GUIDE

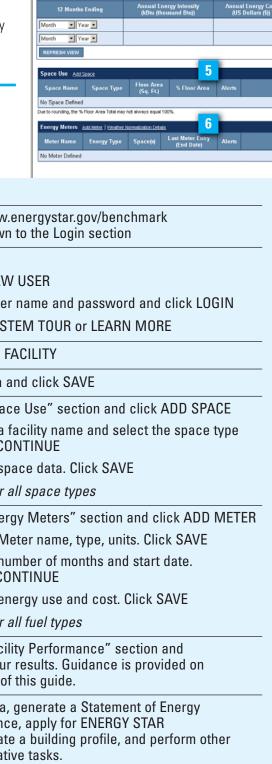
PORTFOLIO MANAGER Home > My Portfolio > ABC Hotel Facility Summary: ABC Hotel

**HOTELS** 

### **Rating Your Energy Performance**

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your hotels on a scale of 1–100. Rate all of your facilities and update the data regularly to take control of your energy costs. See top of page two for eligibility and data needed.

# **USE PORTFOLIO MANAGER STEP-BY-STEP**



ACCOUNT (INFORMATION (III) CON

CONTACT (PHELP (X)

Address: 123 Hospitality Drivi Sample, IL 12345

Year Built: 1986

General Facility Administration track Energy Performance Improvement belote this Facility from Portfolio Manage

Sharing Data
Add user to share this Facility
Modify list of users
Transfer Facility to another user
View entire Access List for this Facility

Statement of Energy Performance

Applying for the ENERGY STAR Label

Labeled Building Profiles Create a New Building Profile Create a New Building Profile
Edit Current Building Profile
View status of Building Profiles
Create/Edit Building Profile Acco

STEP	ACTIVITY	ACTION	
	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section	
2	Access your account		
_	■ Create a new account	■ Click NEW USER	
	■ Login to an existing account	■ Enter user name and password and click LOGIN	
	■ Get a brief system overview	■ Click SYSTEM TOUR or LEARN MORE	
3	Add a new facility	Click ADD FACILITY	
4	Enter general building data	Enter data and click SAVE	
5	Enter space use data	Go to "Space Use" section and click ADD SPACE	
Space Use Add	Svace	Enter a facility name and select the space type Click CONTINUE	
Space Name	Space Type   Floor Area   % Floor Area   Alerts	■ Enter space data. Click SAVE	
No Space Define	d	Repeat for all space types	
6	Enter energy use data	Go to "Energy Meters" section and click ADD METER	
_		■ Enter Meter name, type, units. Click SAVE	
Energy Meters  Meter Name	Energy Type Space(s) Last Mater Entry Alerts	Enter number of months and start date. Click CONTINUE	
No Meter Defined	(End Date)	■ Enter energy use and cost. Click SAVE	
		Repeat for all fuel types	
7	Review and interpret results	Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide.	
8	Manage account and apply for recognition	Share data, generate a Statement of Energy Performance, apply for ENERGY STAR label, create a building profile, and perform other administrative tasks.	

#### **ELIGIBILITY CRITERIA**

- Fifty percent or more of total space (excluding Garages and Parking Lots) must be designated as Hotel/Motel space
- No more than 10 percent of floor area designated as computer data center
- Gross square footage of 5,000 square feet or greater
- Occupied for at least 11 of the last 12 months
- The hotel/motel must contain the number of rooms that fall within the parameters set forth by the hotel type
- Average annual hotel/motel occupancy rate is greater than 45 percent

#### **DATA NEEDED**

- Zip code
- Number of rooms
- Gross floor area
- Year built
- Presence or Absence of On-site cooking and laundry facility
- Average annual occupancy rate
- At least 320 days of energy consumption data for all fuel types

It is very important to select the correct hotel category for a given property. For assistance in making that determination, visit www.energystar.gov/benchmark, select "Eligibility requirements", and then "Amenity and Category Definitions" for hotels.

#### RATING INTERPRETATION

Establish a baseline for all facilities in your portfolio, then set improvement goals and create an action plan. Use the quidance below to determine the appropriate next steps.

- 1–49 Greatest opportunity for improvement. Investments in new equipment, combined with aggressive low-cost operations and maintenance practices could have the greatest impact on your bottom line.
- 50–74 Significant opportunity to reap savings. Simple, low-cost operations and maintenance practices, combined with equipment upgrades, could yield significant savings.
- **75–100** Opportunity to gain recognition and demonstrate best practices. Continue to improve and maintain superior performance by focusing on operations and maintenance.

### HELPFUL HINTS

- Enter 12 consecutive months of overlapping energy data without gaps in time.
- When entering data, do not include commas or other punctuation.
- When updating a facility's energy use, enter the meter name and energy data. Select the correct units of measurement.
- Change your password or user profile.
- Maintain contact information for your energy team.
- Use this option or e-mail energystarbuildings@epa.gov.
- Access user-support information and get answers.

#### **FEATURES**

Consolidate accounts. From the Facility Summary page,

go to "Sharing Data," click "Transfer."

Sharing Data
Add user to share this Facility
Modify list of users
Transfer Facility to another user
View entire Access List for this Facility

Share facilities across
accounts. From the Facility Summary page, go to
"Sharing Data," click "Add."

Group Facilities within an account. Determine groups

(e.g., region, facility type). From the My Portfolio page, click "Create Group."



Generate a Statement of Energy Performance. Use it as a management report and as a transactional document.

Also use it to apply for the ENERGY STAR label if eligible. From the Facility Summary page,

Statement of Energy Performance
Generate a Statement of Energy
Performance
View Statement of Energy Performance

click "Generate"

(see 8 page one).

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ABC Hotel 173 Houghtely Forus Sample E. 12315 Snots Switching Arcu: 600 Hour Bullt: 1585	Loos N°	Owner Alto netou. Contact: Sample Pen- 128 Union: Switching to Swingle R. 12945 129 45 Grap		
Facility Space Use 5	Summary			
Space Type	Arreit')	Number of Rooms	Cooking Facility	
Hotel (Upper Upecele)	650,000	514	¥	
Site Energy Use Su	mmary	Professional Veri Johnson Mr. Joe	fication	
Microrry (NAN)	32,100,700			
Natural Gos (KDIs)	0			
Total Energy (Klinu)	32,690,796			
Results		Doesed Number, 12 State: GA		
Energy Portormance I	Rating*(1-100) 50			
Energy intensity*				
Since (Asimumi' yes	50 1			
Source (Mouth) yr)	181.1			
Emissions.				
GO, (1000 lbsyr)	54,720			
50, (1000 Buly)	2,047			
$NO_{\chi}(1000Be/\mu)$	122			
Indoor Environmen	of Colleges	Professiona	Frignay Mary	
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Thermal conditions met? Not Assessed		econolis		
Adequate Burnington p	rovided? Not Assessed			
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www.energystar.gov/benchmark

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